

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES FROM BOTH CALTRANS AND OTHER STATE AGENCIES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **STAFF SERVICES MANAGER III**

POSITION TITLE: **CHIEF, OFFICE OF BUDGETS**

SALARY: **\$6779 - \$7474**

LOCATION: **DISTRICT 4 – OAKLAND**

FINAL FILING DATE: **JANUARY 21, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District Director for Administration, the Chief, Office of Budgets is responsible for obtaining, planning, and controlling all of the financial resources to the District for planning, design, construction, maintenance and operations of the multi-modal transportation system in District 4, Oakland. District 4 is the largest transportation district in the Department and serves the transportation needs of the nine Bay Area counties, including three densely populated urban areas (San Francisco, Oakland/East Bay, and San Jose), seven toll bridges and portions of several State and Interstate highways requiring new construction and/or ongoing maintenance. The total annual budget of operating expenses and personal services dollars averages in excess of \$515 million, and the number of full time positions averages 3,500. Responsibilities include, but are not limited to:

BUDGETS BRANCHES: The incumbent is responsible for allocation, control and monitoring of District Person Year, Personal Service Dollar and Operating Expense resources.

- Resource Allocation Branch: This Branch, supervised by a Staff Services Manager II, is responsible for the justification, allocation, and monitoring of all Person Years (PYs), Personal Service Dollars (PS\$) and positions for the District. The current allocation of

approximately 3,500 positions is spread between 68 offices in District 4. This section is also responsible for coordinating the annual budget development process and is responsible for the liaison activity between the line units in the District and Headquarters (HQ) Division of Budgets. This function requires: working closely with District management on identifying and resolving problems related to PY resources; developing the spread of PY resources and the annual activity plan for use of those resources; monitoring expenditures continuously and taking action to assure accurate expenditures within budget constraints; developing district-wide plans for the expenditure of PY and PS\$ resources (e.g. hiring plans, alternative expenditure strategies) and identifying methods to solve budgetary problems as the year progresses. This Branch also has the responsibility for tracking people-on-board and running the position management system.

- District Cashiers Office: The Resource Allocation Branch also manages the Cashiers office. This staff is responsible for collecting and depositing cash and checks related to collateral deposits, payments for charges and other miscellaneous revenues, as well as all the work in the District related to payroll warrants, travel checks, and transit passes.
- Operating Expense Management Branch: This Branch, supervised by a Staff Services Manager I, is responsible for the justification, allocation and monitoring of all the Operating Expense support dollar resources available to the District. This function requires: working with district management to identify needs; taking actions necessary to request augmentations to the base budgets; developing allocations to the units and functions for their annual budgets; monitoring on-going expenditures; and identifying potential over/under-expenditures and taking appropriate action to mitigate problems. Organizes the District's operating expense allocations from 21 separate programs and 12 fund sources and sub-allocates to each of the 56 district offices. Also provide support and monitoring of Online Time, the Department's electronic time keeping system.
- Capital Finance Review: This Branch, supervised by a Staff Services Manager I, is responsible for operations that assure the availability of funding for transportation projects and the receipt of Federal Highway Administration (FHWA) funds for the District Capital Outlay Program. This work involves: training and advising line managers of the proper procedures; reviewing Plans, Specifications and Estimates for conformance to the State Transportation Improvement Plan and other documents in terms of cost and scope of projects; determining Federal Aid eligibility; preparation and transmittal of documents to request Federal Aid, and providing liaison to HQ. This unit must maintain current status reports on funds available for all minor projects and California Transportation Commission (CTC) project approvals. This Branch is responsible for the development of funds requests for submittal to the CTC. Fund requests in excess of \$450 million annually are prepared and submitted. This section must insure the District operates within all legal boundaries of the Federal Highways Administration's rules and regulations. As a result, this unit has responsibility for the interpretation and dissemination of all changes to those rules and regulations. This also requires that the Branch provide very close coordination between HQ Federal Aid and District engineering managers. This Branch's staff is also in contact with FHWA area engineers to assure full compliance with current regulations. This Branch is also responsible for the Project Control Section, which develops, approves and processes Expenditure Authorizations (EAs), which form the basic control of the use of funds for all projects and activities performed by the District. At present, the combined total of all funds subject to project control is in excess of \$2 billion, with expenditures spread over multiple fiscal years. This activity involves the developing (masterfiling) of new EAs by verifying fund availability, the correct project programming, and the completion of other prerequisites for establishing new capital projects. Provides consultation and direction to project managers and project engineers in establishing new project EAs. This function must maintain close cooperation and provide the coordination between District Program Management, project managers, project engineers, and HQ units including Program

Management, Budgets, and Project Control. At present, the District maintains in excess of 25,000 individual EA numbers.

RESOURCE MANAGEMENT: The incumbent is responsible for the process that allocates, controls, and monitors all the District's resources. In meeting these responsibilities, the incumbent has a lead role in coordinating efforts between the multiple programs that comprise the District. The incumbent will: make assessments of, and recommendations for critical program needs to the District Director and Program Managers during the annual activity and project delivery plan development process; resolve resource need prioritization issues between programs and program components; develop and implement policy changes to improve District resource use efficiency; provide expert assistance to the District Director and Deputy Directors on project fund source, program definitions and other budgetary issues; develop and implement strategies to assure complete and effective expenditure of all resources available. The incumbent will convert the District Director's stated goals into program objectives and guide the allocate process in conformance with those objectives. This will require that the incumbent correctly interpret and apply external policies, and establish effective internal policies to maintain a viable effective resource operation.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the California Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

Either I

One year of experience in the California State service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California State service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California State service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California State service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.); **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and Department's goals and policies; governmental functions and organization at the State and local level; Department's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity (EEO) objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience managing a complex budget function for a large client group including District Executives, line unit managers and Headquarters Program counterparts.
- Demonstrated managerial experience working with subordinate supervisors to develop employees and create desirable work environments.
- Demonstrated ability to assess workload activities and priorities, and manage resources within allocated levels while meeting program objectives.
- Demonstrated ability to analyze complex financial or workload data, develop multiple outcome scenarios based on varying actions, and develop summary information for executive management decision.
- Demonstrated ability to maintain cooperative working relationships with broad client group including individuals external to the department.
- Demonstrated experience in preparing written and oral presentations, and representing the department competently with state, federal and local agencies.
- Demonstrated ability to serve as an advocate and to negotiate sensitive, deadline driven issues.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP36**.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **JANUARY 21, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (9MSP36)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.